



CALIFORNIA'S
STEM CELL
AGENCY

Financial Services Officer

Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

The Financial Services Officer reports to the Vice President, Finance and is responsible for overseeing the California Institute for Regenerative Medicine's (CIRM) accounting and budgeting functions. CIRM's accounting function is performed by the Department of General Services, Contracted Fiscal Services (DGS/CFS). This position serves as the liaison between CIRM and DGS/CFS and is responsible for ensuring the accurate recording of CIRM's accounting transactions.

Responsibilities

In this position you will be accountable for:

With minimal oversight, performs the more difficult professional accounting and budgeting tasks, including processing invoices (PO and contract invoices, TECs, Honorariums, Pay Memos, Stipends, etc.) for payment in accordance with State, FI\$Cal, and CIRM policies, rules, regulations, and procedures (this includes personally processing the invoices for payment, or reviewing for accuracy and completeness, invoices processed by other Finance team members); processing cash receipts (including working with the Grants Management Office to determine appropriate deposit data), updating and maintaining various spreadsheets, managing and monitoring contract balances and working with program managers and the contract officer to ensure sufficient funds are available to meet operational needs; identifying and recommending for change, revisions to policies and procedures to ensure sound internal fiscal practices and appropriate internal controls; and ensures monthly and yearly financial reports are completed accurately and on time, according to government accounting standards.

- Serves as lead for other Finance/CIRM team members performing accounting and/or budgeting tasks.



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- Processes EFT grant payments utilizing CIRM's Grants Management System (GMS,) performs payment reviews, prepares all supporting cash/claim schedule documentation required for EFT payments, and uploads payment data into CIRM's GMS and provides DGS payment information needed to record grant payments in FI\$Cal. Works directly with the State Treasurer's and State Controller's Office to address any EFT payment issues.
- Develops and/or assists in the development of the annual budget, and all related schedules and reconciliations, for inclusion in the Governor's annual budget using Hyperion.
- Maintains monthly Internal Schedule 8 and Out-of-State travel blanket spreadsheets. Inputs expenditure data from various sources, including Travel Expense Claims, AMEX BTA and MPA invoices, FI\$Cal reports, etc. Reconciles spreadsheets to various FI\$Cal reports.
- Performs various reconciliations, including quarterly 1099 reconciliations and open encumbrances reconciliations.
- Performs monthly reviews of financial transactions, working with DGS to resolve discrepancies.
- Develops year-end expenditure forecasts.
- Develops and delivers training for CIRM's travel, Concur, AMEX MPA, and CalCard programs.
- Manages and maintains the State's Concur travel program within CIRM, works with the DGS to resolve any Concur issues.
- Assists the Director of Finance with the daily financial operations of the CIRM.
- Develops and/or assists in the development of the annual budget for approval of the ICOC Board, including development of individual budgets for CIRM's cost centers; ensuring compliance with Proposition 71 requirements for financial and business operations, and the policies approved by the Independent Citizens Oversight Committee (ICOC) and all applicable State of California laws and regulations.

Requirements

- An "all in" commitment to accomplishing the mission of CIRM. Knowledge of the principles, practices and trends of public and business administration.
- Knowledge of CIRM's accounting, budgeting, purchasing, and contracting policies and procedures.
- Experience utilizing Monarch and Microsoft software.
- Experience utilizing Microsoft Dynamics Great Plains strongly preferred.
- Bachelor's degree in business administration or a related field and five years of increasingly responsible professional experience in the management of financial operations or an equivalent combination of education and experience.
- Thorough and complete knowledge of the rules and regulations of the State's and FI\$Cal's accounting, budgeting, purchasing, Concur and contracting policies and processes.
- Requires the ability to analyze complex data, and to communicate. Must have excellent spreadsheet skills and be able to access and utilize data bases.
- Self-directed individual who can effectively work as a team player.
- Possesses excellent communication skills, both oral and written.
- Demonstrated ability to simultaneously manage projects in varying stages of development under time pressure.

Complete Duty Statement available upon request.

Position Details



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Location: Oakland, CA

Schedule: Full-Time. Must be able to work outside of normal business hours.

Travel: Limited travel may be required.

Salary Range and Benefits

The salary range for the Financial Services Officer is \$10,163 - \$14,516 monthly; pay negotiable based on experience.

The position is open until a suitable candidate is found.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

To: jobs@cirm.ca.gov

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.